

MAJOR OPM FUNCTIONS

OPM Functions

Administrative Fix

Legislation

1. Adjudicate all CSRS retirement applications

- Seek agreement from OPM to assign annuitant identification number.
- Seek agreement from OPM to verify all prior federal service thru documentation/records secured from OPM, NPRC, or other federal agencies.
- Seek agreement from other agencies to release records to us for above verification requirements.
- Seek agreement from OPM to issue CSRS identification cards on their behalf.
- Seek agreement from OPM to compute amount of deposit/redeposit due for prior federal service.
- Seek agreement from OPM to issue billings for deposits/redeposits.
- Seek agreement from OPM to accept payment of monies for deposit/redeposit.
- Seek approval from OPM to verify amount of federal annuity entitlement.
- Seek agreement from OPM to verify health coverage for retirees, and make applicable deductions from annuity check.

Delgate to DCI authority to totally administer retirement program for all Agency employees/retirees.

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<u>OPM Functions</u>	<u>Administrative Fix</u>	<u>Legislation</u>
2. Make annuity payments to all CSRS retirees and survivors	<ul style="list-style-type: none"><li>- Seek approval from OPM to verify benefit entitlement of survivors in accordance with OPM regs &amp; procedures</li><li>- Seek agreement from OPM and Treasury Dept. to collect and retain Agency employees CSRS retirement contributions.</li><li>- Seek agreement from OPM to determine eligibility of child annuitants beyond age 18 in accordance with OPM regs &amp; procedures.</li><li>- Seek agreement from OPM to correspond with survivors to gain information to determine eligibility for benefits.</li></ul>	Delegate to DCI authority to administer and maintain Agency CSRS Retirement Fund.
3. Approve all CSRS disability applications.	<ul style="list-style-type: none"><li>- Seek agreement from OPM to provide final medical determination on all disability applications.</li><li>- Seek approval from OPM and Merit System Protection Board to determine appeals on denying disability retirement applications.</li><li>- Seek approval from OPM to receive, review and render findings on annual reports of income from certain disability retirees.</li><li>- Seek agreement from OPM for D/Pers to approve disability applications.</li><li>- Seek approval from OPM to perform annual medical examinations and determinations on temporary disability retirees and those requesting reinstatement of disability status.</li></ul>	Authorize DCI to make final determination on disability applications for CSRS participants.

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| 4. Maintain CSRS Retirement Fund including contributions of Agency employees and matching Agency contributions. These funds are transferred to CIARDS when employees qualify for that program. (name given to OPM to effect transfers) | <ul style="list-style-type: none"><li>- Seek agreement from OPM to receive/retain Agency emp. contributions.</li><li>- Seek agreement from Treasury to invest these funds.</li><li>- Seek agreement from OPM/Treasury to transfer monies between CSRS &amp; CIARDS funds when necessary.</li><li>- Seek agreement from OPM/Treasury to disburse those funds in accordance with OPM regs &amp; procedures.</li><li>- Seek approval from OPM/OMB to handle monetary requirements in annual budget submission.</li></ul> | <p>Delegate to DCI authority to administer and invest Agency CSRS retirement funds.</p>                        |
| 5. Maintain ten safes of files on covert Agency CSRS retirees and employees who transferred to CIARDS from CSRS.   | <ul style="list-style-type: none"><li>- Seek agreement from OPM to transfer files back to Agency.</li><li>- Seek agreement from OPM to administer retirement program for those retirees and/or survivors.</li><li>- Seek approval from OPM/Treasury to transfer funds to Agency to cover annuity payments of these annuitants and/or survivors.</li><li>- Seek approval of OPM and Treasury to determine future investments of these funds.</li></ul>   | <p>Delegate to DCI authority to administer retirement program for previous covert CSRS retirees/survivors.</p> |

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| 6. Certify entitlements to FEGLI benefits for retirees, both CIARDS and CSRS.                         | <ul style="list-style-type: none"><li>- Seek approval of OPM and FEGLI/New York to certify FEGLI coverage of Agency retirees.</li><li>- Seek approval of OPM and FEGLI/New York to determine eligibility for such coverage</li><li>- Seek approval of OPM/FEGLI New York to initiate/submit claims directly to FEGLI New York.</li><li>- Seek approval from OPM to retain all FEGLI enrollment &amp; beneficiary forms on retirees.</li></ul> | Delegate to DCI authority to certify FEGLI coverage for all Agency retirees and submit all claims arising from that coverage. |
| 7. Receive pay cards on Agency CSRS resignees and handle requests for refunds of those contributions. | <ul style="list-style-type: none"><li>- Seek Agreement from OPM/Treasury to retain cards and retirement deductions on all CIA employees after their resignations.</li><li>- Seek agreement from OPM/Treasury to refund retirement contributions to Agency resignees.</li></ul>  | Request authority for DCI to retain pay cards & deductions on all CIA resignees and make refunds as requested.                |
| 8. Confirm prior federal service of CSRS retirees.  | <ul style="list-style-type: none"><li>- Seek approval from OPM to retain all pay cards and transfer previous deductions for any prior federal service.</li><li>- Seek approval from OPM to obtain verification of prior federal service thru OPM files, National Personnel Record Center (NPRC) or other federal agencies.</li></ul>  | Delegate to DCI authority to obtain information on and submit billings for prior federal service.                             |

MAJOR OPM FUNCTIONS

OPM Functioning

Administrative Mix

Unpublished

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| 9. Process requests for deposit/redeposit for CSRS employees. | <ul style="list-style-type: none"><li>- Seek approval from OPM to receive all records including pay cards, previous billings for deposits/redeposits and deductions for any prior federal service.</li><li>- Seek approval from OPM to issue billings to employee.</li><li>- Seek approval from OPM to collect all deposit/redeposit monies due.</li><li>- Seek approval from Treasury to retain and invest all deposit/redeposit monies paid.</li></ul> | <p>Delegate to DCI authority to obtain information on and submit billings for prior federal service.</p> |
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- FINALIZE RETIREMENT LEGISLATION

- FORMALIZE RETIREMENT TASK FORCE

- Policy Committee
- Implementation Group
- Technical/Secretarial Support

- DEFINE REQUIREMENTS, COMPONENT RESPONSIBILITIES AND AUTHORITIES

- Thrift Plan Implementation & Administration
- Social Security and Defined Benefit Administration
- Internal Administration of old CSRS
- Funding
- Space
- Manpower
- Automation
- Records
- Regulatory Issuances
- External Liaison and Administration
- Employee Education on New Programs

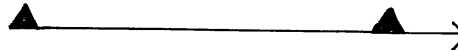
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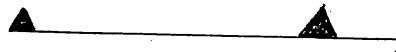
- IMPLEMENTATION OF GENERAL PROVISIONS  
AND INTERNAL ADMINISTRATION

(1 Jan 87 deadline for General provision;  
internal - open ended)

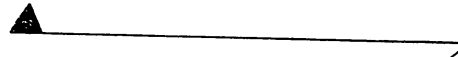
- Thrift Plan Implementation and Administration  
Withholding & Refund procedures; IRS  
requirements; individual accounting  
mechanisms; liaison with Thrift Plan Board;  
Automation-Development of Appropriate  
Software; Individual Employee Statements;  
Control & Records of Employee Contributions



- Social Security and Defined Benefit  
Plan Administration  
Adjudication Procedures; Training of  
RD employees; Refund Procedures; Disability  
and Survivor Benefits



- INTERNAL  
Administration of old CSRS  
Adjudication and Payment of Benefits, Refunds;  
Deferred Annuities; Deposits and Redeposits;  
Management of Funds; Transfer of Records from  
OPM to Agency




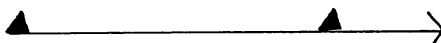


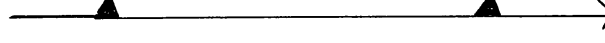
- Requirements (long-term/short term);
- Budget submission requirements;
- OPM vs. CIA authorities and responsibilities;
- Determination of unfunded requirements

Additional requirements (people and records); New building requirements/problems

Requirements short term/long term;  
Additional authorizations or from  
existing resources; reorganization  
requirements, if any

Development of integrated software and programs to meet OP & OF administrative requirements; External contractors (need and identification - appropriations of funds)

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- Records   
Establish requirements & implementation for various systems and functions - Thrift Plan; Refunds; Deposits; Withdrawals; Transfers to and from Agency; Deferred Annuities, etc. (Timing and Systems depend on Automation Availability) 
- Regulatory Issuances  
Review and revise Agency regulations in consonance with implementation of new retirement systems. Include provisions on Thrift Plan, Social Security, Benefits determinations, eligibility requirements, etc. 
- External Liaison and Administration   
Determine and establish any required administrative arrangements with OPM, SSA, Treasury, and Thrift Plan Board. Define authorities, requirements, and responsibilities for each organization. Obtain security clearances 

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• Education of Employees

Develop education program to inform employees on benefits, entitlements and options. Design informational handouts, EB's, instructional workshops video(?) Personnel officer workshops. Develop options package to assist old employees on advisability of transferring to the new program.

